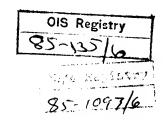
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28 MAR 1985

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MEMORANDUM FOR:	Deputy Director for Operati	ons	76-8
FROM:	Harry E. Fitzwater Deputy Director for Adminis	tration	70-8
SUBJECT:	Evaluation of the Agency's Security Program	Information	
Office's (ISOO) information secu focused on the r markings, safegu and the degree o derivative class inconsistencies	If for your information is the report on its FY 1984 inspectity program. As you will neview of classified document arding procedures, informatification decisions. With the classification markings, and ards established by Executertive.	tions of the Age ote, the ISOO ir s for proper cla on security train rsonnel in making he exception of ISOO found that	ency's aspections assification and aning programs, ag original and some CIA met or
	express my appreciation to ion and the excellent briefi	ng she provided	of NE Division during this
Attachment: As Stated			
UNCLASSIFIED Exc	ept Where		

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# Report of Inspection by The Information Security Oversight Office of the Central Intelligence Agency

#### I. General

On March 15, May 3 and August 28, 1984,			
Program Analyst, Information Security Oversight Office			
(ISOO), inspected the Central Intelligence Agency's (CIA)			
information security program to evaluate its compliance with			
Executive Order 12356. was accompanied by CIA			
liaison Chief, Information Management			
Branch. ISOO's FY 1984 Inspections continued to concentrate			
on agency training programs; marking and safeguarding; and			
in particular, focused on the degree of understanding CIA			
personnel had of relevant provisions of E.O. 12356 as they			
relate to original and derivative classification.			

### II. Pindings

### A. Classification/Marking

The agency continues to use its classification guide as a basis for its derivative classification. CIA procedures for using the guide as a basis for a derivative classification are more effective than procedures in most other agencies because CIA officials marking the documents are required to identify the specific item in the guide. This procedure facilitates the conduct of audit trails to determine if the level and duration assignments are proper.

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and duration assignments are proper.

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Training

## В.

Personnel responsible for the classifying and marking of documents continue to receive effective initial and refresher training. Immediate corrections are made when errors in marking procedures are detected. Training in the handling, safeguarding and use of classified information is an ongoing program with frequent refresher sessions and constant observation.

#### C. Safequarding

The agency has excellent procedures for the transmittal, storage and handling of classified information. Programs and procedures are constantly reviewed to determine if they require upgrading or modification. Individual offices have strict programs for the checking and control of classified information in their possession. No deficiency was detected during the course of the inspections.

#### III. Conclusion

The Central Intelligence Agency's information security program is in compliance with the Executive Order and the ISOO Directive.

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# IV. Recommendations

Documents should be periodically checked to determine if they are in compliance with the STAT Order. When deficiencies are detected, the responsible official should be notified and errors corrected.